

**STATE OF NEVADA  
SPECIFICITY OF CHARGES**

Name: \_\_\_\_\_ SSN \_\_\_\_\_ Budget Account \_\_\_\_\_

Current Class \_\_\_\_\_ Grade \_\_\_\_\_ Step \_\_\_\_\_ Supervisor \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

This is to inform you that you are alleged to have violated section 284.650 of the Nevada Administrative Code, as follows:

Date(s)	Violation(s)

A recommendation has been made by \_\_\_\_\_, \_\_\_\_\_  
Name Title

that it is in the best interest of the State of Nevada to take the following disciplinary action(s):

Proposed Effective Date \_\_\_\_\_  
Signature (Person recommending action)

A predisciplinary hearing has been scheduled in your behalf to determine whether such action is warranted. Pursuant to NAC 284.656, this process is an informal proceeding between you and the appointing authority or his designated representative. Witnesses are not permitted. Each party may be accompanied by a person of his choice. Following the predisciplinary hearing and prior to the proposed effective date, you will be given a copy of the finding or recommendation, if any, resulting from the hearing and be informed in writing of the appointing authority's decision regarding the recommended action(s). The predisciplinary hearing will be conducted by:

\_\_\_\_\_  
Name Title Time Date  
at \_\_\_\_\_  
Location (Include complete address)

Please refer to NAC 284.656 or direct questions concerning this notice and hearing to the appointing authority, personnel officer, or other agency personnel familiar with the procedure. (SEE NAC 284.656(K) FOR WAIVER OF HEARING.)

\_\_\_\_\_  
Signature of Appointing Authority or Designated Representative

**Signature of Employee:** I understand that by acknowledging receipt of this Specificity of Charges, I am neither admitting guilt nor giving up any appeal rights I may have under NRS 284.390.

\_\_\_\_\_  
Employee's Signature Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Witness' Signature (Required if employee refuses to sign)

\_\_\_\_\_  
Signature and Title (Person serving this notice)

**NOTE:** The appointing authority must comply with the procedural notice and hearing requirements of NAC 284.656.

WHITE to Personnel Department Service Jacket; GREEN to Department; PINK to Appointing Authority;  
GOLDENROD COPY to Employee.